



Permits & Inspections  
Division  
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**PERMITS & INSPECTIONS**  
Permits & Inspections is a Division of the Department of Planning & Development Services

# OCCUPATION OF EXISTING NON-RESIDENTIAL STRUCTURES

## ***What permits may be required when moving into an existing commercial structure?***

The permits that may be required when moving into an existing commercial structure include:

- Change of Occupancy – if use of the building is changing.
- Electrical Reconnect – may be needed in case of change in ownership or tenant
- Building Permit – if any alterations or additions to an existing building are planned

## ***What is a Certificate of Occupancy?***

The Code of Ordinances, Chapter 12, Exhibit C defines Certificate of Occupancy as “a document issued by the City of San Angelo *allowing* the occupancy of a building and *certifying* that the structure or use has been constructed or will be used in compliance with all City codes and ordinance(s).” When a building is constructed, a Certificate of Occupancy is issued for the building. As long as there is not a change in the use of the building, and no structural or fire safety changes or alterations are made, the Certificate of Occupancy remains in effect even if there is a change in tenant or ownership of the building.

## ***When is a Change of Occupancy Permit required?***

A Change of Occupancy Permit is required if the use of the building is changing (for example: office use to retail sales). More specifically, a Change of Occupancy Permit is not required when all of the following apply:

1. There are no alterations being made to the building or floor plan,
2. The business is located in an appropriate zoning district, and
3. There is no change in the use of the building.

## ***How do I apply for a Change of Occupancy Permit?***

You may apply for Change of Occupancy Permit at the Permits & Inspections Division at 52 W. College Ave. (the building to the east of City Hall). Please bring the following information: address, previous occupant name and use, new occupant name and use, and the electric service identifier (ESI) and account numbers issued by the utility company (A floor plan may need to be provided if the use of the building effects the code requirements for such change). The permit fee includes both the building inspection and the fire inspection (refer to our **Fee Schedule handout**).

## ***When is an Electrical Reconnect required and how can I obtain one?***

An Electrical Reconnect may be needed when there is a change in tenant or ownership of the building that does not require a Change of Occupancy. An Electrical Reconnect may be requested in person or by phone. Please have the following information handy: the address, the name of the previous occupant of

Hours of Operation: 8 AM - 12 PM & 1 PM - 5 PM

No payments or permit issuance can be made after 4 PM due to accounting constraints.

the building, the name of the new occupant of the building, and the ESI and account numbers issued by the utility company. There is no fee for an Electrical Reconnect.

Note: If you don't know your ESI, you can obtain it by calling AEP Texas at 1-877-373-4858 and providing the correct address where you are requesting a connection of service.